

State of Montana Department of Public Health and Human Services Human and Community Services Division Child Care Services Bureau



http://www.bestbeginnings.mt.gov

Legally Certified Provider (LCP) Application Packet

This application packet includes the following items:

Basic Information

- What is a Legally Certified Provider (LCP)?
- Dane's Law Medication Administration Information

Application Forms

The below application forms are needed in order to apply to be a Legally Certified Provider. The checklist that is on the Application will go into further detail regarding each form.

- Legally Certified Provider Application (includes the application checklist)
- Family Association Form / Health and Safety Checklist
- W-9 Tax ID Form
- Release of information
- Release of Information for Fingerprints
- Statement of Health
- Provider Rights and Responsibilities
- Medication Administration Attestation (To be completed with parent and turned in with application)

Parent Forms

The below forms are forms that are to be completed with the parent(s) of the child(ren) that you are going to be approved to care for and kept at the location where care is being done.

- Medication Authorization Form
- Over the Counter Medication Authorization Form
- Immunization Waiver

Provider Program Forms

The below forms are forms that are to be used for children in care.

- Attendance (Sign In/Sign Out) Log
- Medication Administration Log
- Medication Error/Incident Report

PLEASE SUBMIT ALL LEGALLY CERTIFIED PROVIDER APPLICATION MATERIALS TO:



Family's seeking child care assistance must complete the Best Beginnings Child Care Scholarship application. These applications must be obtained from and submitted to their local Child Care Resource and Referral Agency. Please see agency listing below.

7 North 31st Street Billings, MT 59103 Billings, MT 59103 Billings, MT 59103 Box-433-1411 Sweet Grass, Treasure, Yellowstone Child Care Connections Phone Numbers Counties Bozeman, MT 59715 Box-962-0418 Butte 4 C's Phone Numbers Counties 101 East Broadway Butte, MT 59701 Box-794-4061 Madison, Powell, Silver Bow Hi-Line Home Programs, INC Phone Numbers Counties Counties Counties Counties Butte, MT 59701 Box-794-4061 Madison, Powell, Silver Bow Hi-Line Home Programs, INC Phone Numbers Counties Counties Box-94-4061 Daniels, Roosevelt, Phillips, Sheridan, Valley Family Connections - MT Phone Numbers Counties 202 2nd Ave So Suite 201 Great Falls, MT 59405 Box-64-6503 Teton, Toole Dist IV HRDC Child Care Link Phone Numbers Counties Blaine, Hill, Liberty Blaine, Hill, Liberty Broadwater, Jefferson, Lewis & Clark Helena, MT 59601 Box-244-5368 The Nurturing Center Phone Numbers Counties Counties Counties Phone Numbers Counties Frad Ave W Helena, MT 59601 Box-244-5368 The Nurturing Center Phone Numbers Counties Flathead, Lake, Lincoln, Sanders Kalispell, MT 59901 Box-94-6404 HRDC Dist VI Child Care Link Phone Numbers Counties Flathead, Lake, Lincoln, Sanders Counties Fergus, Golden Valley, Judith Basin, Musselshell, Petroleum, Wheatland Child Care Education & Support Phone Numbers Counties Co	HRDC District 7	Phone Numbers	Counties
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Child Care Resources Phone Numbers Counties	Child Care Resources	Phone Numbers	Counties
105 E. Pine, Lower Level 406-728-6446 Mineral, Missoula, Ravalli			
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